



STATE OF DELAWARE

DELAWARE BOARD OF PARDONS COMMUTATION **CHECKLIST**

Step 1

Request **Certified Court Dockets** and **Sentencing Orders** for offense(s) associated with your incarceration.

Step 2

Complete the entire **Delaware Board of Pardons Application for Commutation**.

Step 3

Complete the **Affidavit of Mailing**.

Step 4

Assemble your application by attaching the **Certified Court Dockets**, **Sentencing Orders** and all other relevant information with paper clips. Stapled documents will not be accepted.

Step 5

Once assembled, make 2 copies of **EVERYTHING** (so you will have a total of 3 applications).
Mail the **original application** and 1 copy to **The Board of Pardons** and keep a copy for yourself.

Secretary of State's Office
401 Federal Street, Suite 3
Dover, DE 19901

If you have any questions, contact the Board of Pardons at 302-739-4111.
You can also visit us online at pardons.delaware.gov.